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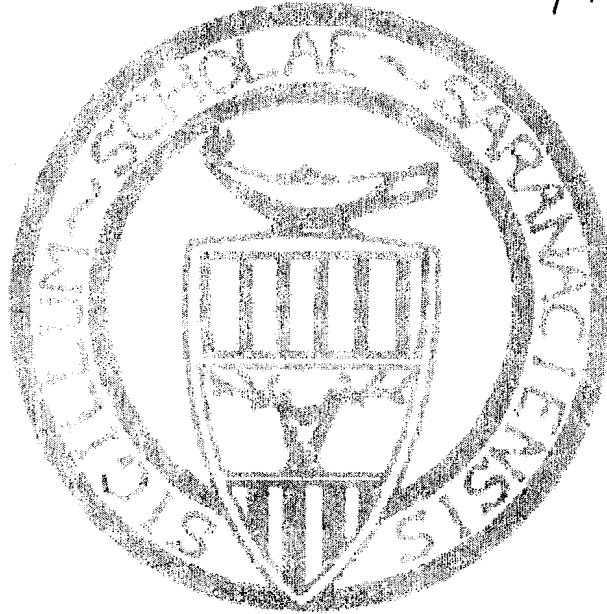
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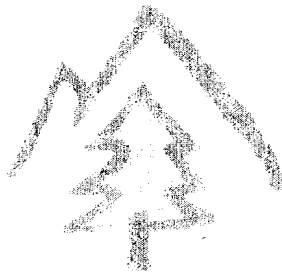
between the

Saranac Lake Central School District

and the

Saranac Lake Teachers' Association

July 1, 2005 to June 30, 2008



Saranac Lake

SLTA

Teachers' Association

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NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

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THIS AGREEMENT IS MADE AND ENTERED INTO on this ____ day of _____ by and between the Superintendent and the Association and is to be in effect from July 1, 2005 through June 30, 2008.

PREAMBLE

In order to effectuate the provisions of Chapter 392 of the Laws of 1967 (the Public Employees' Fair Employment Act), to encourage and increase effective and harmonious working relationships between the Superintendent of the Saranac Lake Central School (hereafter referred to as the "Superintendent") and its professional employees through the Saranac Lake Teachers' Association (hereafter referred to as the "Association"),

The Saranac Lake Central School District recognizes and acknowledges that it may not discriminate against bargaining unit members in its employment practices pursuant to applicable federal and state laws. It is the policy of Saranac Lake Central School District not to discriminate on the basis of age, race, creed, color, religion, sex, disability, national origin, marital status, membership in a labor organization or any other basis protected by law. This paragraph is excluded from the operation of Article XXXV.

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**ARTICLE I.
RECOGNITION**

The Saranac Lake Central School Board of Education, having determined that the Saranac Lake Teachers' Association is supported by a majority of the teaching employees in a unit composed of all professional certificated personnel except the chief executive officer and full-time administrators (elementary, middle school and high school principals), hereby recognizes the Saranac Lake Teachers' Association as the exclusive negotiating agent for the teachers and employees represented by such unit. Such recognition shall extend for the maximum period allowable under the provisions of Section 208 of Article XIV of the Civil Service Law.

The Association and each employee subject to this agreement agrees that they shall not engage in, and shall not cause, institute, encourage, or condone a strike, pursuant to Section 210 of the Public Employees Fair Employment Act.

**ARTICLE II.
NEGOTIATION PROCEDURES**

- A. No later than December 15 the parties will enter into good faith negotiations over a successor agreement. If such an agreement is not concluded by 120 days prior to end of the district's fiscal year, June 30, either party may request the use of mediation. Mediation and fact-finding will be governed by the provisions of Section 209 of the Civil Service Law.
- B. Neither party in any negotiations shall have any control over the selection of the representatives of the other party and each party may select its representatives from within or outside the School District. While no final agreement shall be executed without ratification by the Association and the Board of Education, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and reach compromises in the course of negotiations.

**ARTICLE III.
PROFESSIONAL INVOLVEMENT**

Whereas the faculty of the Saranac Lake Central School constitutes a professional body whose special education and experience particularly qualifies them for the educative process, the Association may submit upon its own initiative or upon the request of the Superintendent and/or the Board of Education its recommendations for innovations and modifications to the educative process for district consideration.

**ARTICLE IV.
EMPLOYMENT**

- A. Allowance for experience may be granted at the discretion of the Superintendent as follows:
 - 1. Full credit for the first ten (10) years of satisfactory teaching experience outside the Saranac Lake Central School System, and
 - 2. Full military credit for the first two (2) years of military service for the United States, and

3. Additional credit, not to exceed two (2) years, for any educationally related experience such as Peace Corps, Vista, National Teaching Corps, AmeriCorps and work experience.
- B. Bargaining unit members who have resigned from the Saranac Lake Central School District having worked at least one half of the school year (a full semester on the secondary level which for purposes of computation shall convert into days on all other levels) will receive one (1) full year's service credit.
- C. Bargaining unit members who have worked for one half year in the Saranac Lake Central School District shall receive any pay increases due at the mid-semester.

**ARTICLE V.
DUES DEDUCTION AND AGENCY FEE**

- A. The District agrees to deduct from the salaries of its employees dues for the Saranac Lake Teachers' Association, the New York State United Teachers and its national affiliates, or any combination of such associations as said bargaining unit members individually and voluntarily authorize the Superintendent to deduct and transmit the monies promptly to such association or associations.

Each of the associations listed in the above paragraph shall certify to the Superintendent in writing the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Superintendent thirty (30) days notice prior to the effective date of such change.

Deductions referred to above shall be made in the following manner: The total annual membership dues for those designated professional associations, certified as mentioned above, shall be deducted in equal installments beginning with the second pay period in October and continuing through the last pay period in June. No later than two (2) weeks prior to the second pay period in October, the Association shall (a) provide the Superintendent with a list and the original signed dues authorization cards of those employees who have voluntarily authorized the Superintendent to deduct dues for the associations named above and (b) forward at the same time to the respective associations a list of members and their addresses who have elected payroll deduction for such associations.

Additional authorizations submitted at least two weeks prior to any regularly scheduled pay day shall be honored and the deductions of the full amount of dues so authorized shall be made in equal monthly installments for the balance of the scheduled deduction period.

- B. The District shall deduct from the wage or salary of employees in the bargaining unit who are not members of the Association the amount equivalent to the total membership dues levied by the Association and shall transmit the deducted sum to the Association in accordance with Civil Service §208(3)(b). The Association affirms that it will adopt such procedure for refund of agency fee deduction as required by any federal or state law.

The Agency Shop fee deduction shall be made following the same procedures as applicable for dues check-off except as otherwise mandated by law.

The Saranac Lake Teachers Association assumes responsibility for the proper withholding of funds from members for membership dues and shall save harmless the school district for liability arising out of the withholding or lack of withholding of such funds, unless such withholding upon which liability is predicated is the result of a criminal act or acts on the part of the school district.

ARTICLE VI.
TEACHING ASSIGNMENT

- A. New bargaining unit members and bargaining unit members whose programs are substantially different from previous years will be officially notified in writing of their programs for the coming school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and classes which contain students with special needs whose needs will require the teacher to take additional measures to address the special needs (e.g., a physical or instructional accommodation, a step stool, placement of the student near an electrical outlet because computer access is necessary) one (1) month prior to the opening of school when practicable. Bargaining unit members whose classes contain students with special needs may not receive special notice if those students with special needs do not require any advance preparation (e.g., developmental speech problems). For the purposes of this provision, the District's obligation shall cease once such notification is mailed to the address specified by the bargaining unit member.
- B. In order to assure that the pupils are taught by teachers working within their areas of competence, teachers will not be assigned for more than one (1) year outside the scope of their teaching certificates or tenure area. The teacher may agree to extend beyond one year. Any such assignment will remain within the confines of the law and regulations.
- C. In arranging schedules for bargaining unit members who are assigned to more than one school, a reasonable effort will be made to limit the amount of inter-school travel. All bargaining unit members affected will be notified by their appropriate administrator concerning changes and schedules as soon as practicable.
- D. All members of the unit who are regularly scheduled to work in more than one school and who will travel in their own vehicles, at the request of the District, on a regular basis, more than two miles per day, excluding the distance from home to origin of assignment, will be reimbursed at a single rate per mile. This single rate or mileage allowance will be equal to the maximum allowed by the Internal Revenue Service Guidelines. The IRS rate will become effective each July 1 and remain constant until June 30 of the following year. In order to qualify for mileage reimbursement, said individuals will comply with the regulations of the School District, copies of which are available upon request.

ARTICLE VII.
NEWLY EMPLOYED PERSONNEL, VOLUNTARY TRANSFERS, REASSIGNMENTS

- A. Notice of specific assignments of all newly employed personnel shall be given upon appointment or as soon after appointment as is practicable. Such notice will include such assignments as homeroom, grade level, subject and need for transportation.

- B. Bargaining unit members who desire a change in grade and/or subject assignments or who desire to transfer to another building may inquire at any time to ascertain the possibility of such a vacancy in the following year and may file a written statement of such desire with the appropriate building principal and the Superintendent of Schools ordinarily not later than February 1. Such statement shall include the grade and/or subject to which the bargaining unit member desires to be assigned and the school or schools to which he/she desires to be transferred in order of preference.
- C. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual bargaining unit members will be honored to the extent that they do not conflict with the instructional requirements and best interests of the school system.

ARTICLE VIII.
INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Every reasonable effort will be made to give a written notice of an involuntary transfer or reassignment to bargaining unit members prior to the last day of school in the year before the involuntary transfer or reassignment is to take place except in cases of emergency.
- B. An involuntary transfer or reassignment shall be made only after a meeting between the bargaining unit member involved and the Administrator concerned, at which time the bargaining unit member will be notified of the reasons therefore. In the event the bargaining unit member objects to the transfer or reassignment at this meeting, he/she may request a meeting with the Superintendent of Schools. After the procedures in this section are completed, if a grievance is filed, it may be filed at Step II.
- C. In all cases of involuntary transfer, if there is an available choice of positions, the affected bargaining unit member(s) will be notified of such positions and may request such positions in order of preference. While both the District and the Association recognize that the instructional needs of the District are a major concern, the bargaining unit member's preference, seniority, and residence are among the factors to be considered in making the transfer.

ARTICLE IX.
TEACHING HOURS AND LOAD

- A. Work Day
 - 1. All full-time professional employees shall report to work at least twenty five minutes prior to the start of the school day. They shall remain as long as necessary after the end of the pupil day to perform professional duties such as meeting with parents and assisting and counseling students.
 - 2. Teachers shall not be required to attend more than one (1) General Faculty meeting per month, except for special meetings and such meetings shall not exceed beyond one hour unless by mutual agreement. Teaching Assistants will attend all General Faculty meetings unless excused by supervising teacher.
 - 3. The bargaining unit members' normal day shall be not longer than seven (7) hours from opening of homerooms to dismissal of students.

4. Teachers will be available at the close of school for parent-teacher conferences as deemed necessary by teacher and parent.

B. Middle and High School Work Day

Middle School and High School bargaining unit members shall be provided with a duty free lunch period of the same duration as other class periods. In addition, approximately eighty (80) minutes daily, free from instructional duties, will be set aside with one half of this time to be used for preparation and/or student counseling and the other half to be specified for study hall supervision or student counseling except for self-contained classroom teachers.

A tenured teacher, on a voluntary basis, without additional compensation, may accept an additional teaching period in any given year. When a teacher teaches an additional period, he/she will not be assigned to a supervision or counseling duty. The Superintendent will solicit input from the teachers in designing an additional period program; however, the final decision for said program rests with the Superintendent.

C. School Year

1. The School year shall be from September 1 through June 30.
2. Prior to the adoption of a school calendar, the Board of Education will seek the input of the Association's Executive Committee.
3. A school day shall be governed by the school calendar. The school calendar shall consist of State mandated days plus days set aside for emergency closing (snow, ice, inclement weather). Unused emergency days or make-up days will be added to or subtracted from the end of a vacation period.
4. The school year shall consist of no more than 181 days.

D. Teacher Preparations

Middle School or High School teachers, except for self-contained classroom teachers, shall not teach more than two (2) subject areas nor more than four (4) teaching preparations within said areas at any one time, except temporarily in cases of extenuating circumstances, and after consultation with the teacher.

E. Substitute Teachers

1. The administration shall have the responsibility for obtaining competent certified substitute teachers for both classroom and special professional employees whenever possible;
 - a. if competent certified substitutes teachers are not available for teacher absence, competent substitutes will be called from the District's substitute list.
 - b. teaching assistants shall not be used as substitute teachers.
 - c. substitutes for teaching assistants shall be obtained from the District's established substitute teacher list.

2. Bargaining unit members shall be informed of a telephone number to report their unavailability for work and they shall report such unavailability at least one (1) hour before the start of the school day. Bargaining unit members who are absent shall be responsible for providing bus lists, seating charts and a lesson plan and other information for their substitutes on which to base the day's work.

F. Educational Activities

1. Teachers shall be expected to devote reasonable time either during or after school hours to the following educational activities: participation in try-out programs innovative or experimental programs; Parent-Teacher Association programs as program participants or as members of the audience representing the schools; meetings with parents and community representatives to discuss school and child-related problems; evaluating of student progress using report cards and other designated records; assisting in the preparation of a play as a part of an assembly program.
2. Teachers shall be expected to provide for individual student help as deemed necessary by the principal and the teacher. Such help might be remedial or developmental, make-up for work missed during absence, or special assistance required by a specific student handicap.

G. Student Counseling

Continued effort shall be made by teachers to indicate individual student capabilities to the guidance counselors who, in turn, will utilize this information to insure every possibility for the students' further education -- college or vocational education. An over-all evaluation, based upon the grades and standardized test scores of the individual student, will be made to the student by the guidance counselors in either 8th, 9th, or 10th grade. When the counselor feels an interview with the parent is needed, the counselor will initiate an interview with the parent and the appropriate teachers.

H. Department Chairpersons

1. Department Chairpersons
 - a. A committee consisting of an equal number of members selected by the Superintendent and president of the Teachers' Association will determine the description and stipend for the following department chairpersons:

ELA/Reading	(K-6)
ELA	(7-12)
Math	(K-12)
Science	(K-12)
Social Studies	(K-12)
Technology	(K-12)
 - b. All individuals designated as Department Chairpersons by the Board of Education shall have no more than twenty five (25) student contact periods per week.

2. Mentor Program

a. PURPOSE: The Mentor Program is a joint effort of the Saranac Lake Teachers' Association and the Saranac Lake School District to meet the professional needs of teachers entering the district. Both the SLTA and the district believe that the Saranac Lake school community will benefit from a program that provides support to the teachers new to the district.

b. ROLES:

1. Mentor Committee will consist of SLTA members and the Superintendent. The Mentor Committee will govern the Mentor Program

2. Mentor Coordinator will be a tenured experienced teacher who is trained as a mentor.

3. Mentor is a tenured, experienced teacher

4. Intern is a newly hired teacher

c. CONFIDENTIALITY: Meeting and observations within the SLMP shall be advisory and CONFIDENTIAL and will in no manner whatsoever be evaluative. The evaluation of the intern's performance will remain the responsibility of the appropriate administrator in accordance of the negotiated agreement. Any information obtained by the mentor through his/her interactions with the intern shall not be made available to the district administrator or used in the evaluation process.

The performance of a teacher as a mentor will in no manner whatsoever be evaluated by the intern and/or effect in a negative manner the mentor's evaluation as a teacher.

d. COMPENSATION:	Step 1	Step 2	Step 3
1. Mentor Coordinator	\$1500	\$1550	\$1600
2. Mentor	\$1200	\$1250	\$1300

e. SELECTION: The SLMP committee will ensure that each mentor has:

- volunteered to be a mentor
- tenured in the district
- been trained as a mentor
- an understanding of the importance of confidentiality

3. Child Study Team Chairperson (Three positions: Petrova, Lake Colby, Bloomingdale)

a. Compensation	Step 1	Step 2	Step 3
	\$1200	\$1250	\$1300

4. Middle School Team Leaders (Five positions)

a. Compensation	Step 1	Step 2	Step 3
	\$1200	\$1250	\$1300

ARTICLE X.
BARGAINING UNIT MEMBER LOAD

Every reasonable effort will be made to maintain the following optimum range of student load. In classrooms which include physically handicapped, emotionally handicapped or students with learning disabilities, the administration will attempt to reduce the ratios to recognize the additional responsibility. Every reasonable effort will be made to keep the student ratio the same between elementary buildings.

A. Student Load — Elementary

1. Pre-Kindergarten 12-15:1 teacher
 Pre-First 15-18:1 teacher
 Kindergarten 18-22:1 teacher
 Grades 1-3 20-24:1 teacher
 Grades 4-5 24-27:1 teacher
2. Art, Music, Library shall be limited to the size of the self-contained class.
3. Remedial Reading: No more than six (6) except at the discretion of the teacher.
4. Physical Education: Not to exceed two self-contained classes.

B. Student Load - Middle and High School

1. In no class shall the number of pupils exceed the number of pupil stations.
2. Art: 20 — 25 pupils unless assistants are employed and adequate facilities are available.
3. English: 20 — 25 pupils.
4. Music: 25 — 30 pupils.
5. Other academic subjects using conventional classrooms: 25 pupils based on total load as defined below.
6. Laboratory, shop and other special room teaching, (including Home Economics, Industrial Arts, laboratory periods): a guideline of 14-20 pupils in a class. The teacher shall have the right to appeal to the chief school administrator, who shall decide after a consensus by all the teachers of the department concerned or in nondepartmental situations by a group of at least five teachers experienced in the area of instruction involved. Whenever teachers familiar with the area are not available in the system, experienced teachers may, with joint approval of administration and teacher concerned, be used to fill out the group.
7. Large group instruction rooms may be used to the capacity of such rooms.

C. Classroom Teacher Loads - Elementary

1. Elementary Work Day - Each elementary bargaining unit member shall be provided with a daily 40-45 minute period, in addition to a 45 minute duty free lunch period. Each elementary bargaining unit member shall receive a minimum 200 minutes per week. This time will be set aside and used for preparation.

D. Classroom Teacher Loads - Middle and High Schools

1. Art - total pupil class load shall be in the range of 100-125 pupils. This should not be exceeded unless there are adequate facilities or assistance provided.
2. English - a total pupil load of not more than 120 pupils.
3. Other academic subjects using conventional classrooms; no more than five (5) classes per day with no more than 130 pupils.
4. Music - no more than five (5) classes per day with no more than 130 pupils.
5. Laboratory, shop and other special room teachers (includes Home Economics, Industrial Arts, Lab-supplemented courses): a total pupil load in the range of 90-110 pupils.
6. In foreign language courses the total load shall not exceed 125 students a day.

E. Auxiliary Professional Services - Elementary Maximums

Subsections E 1, 2, 3, 4, 5, 6 shall be recommended goals to be attained as soon as possible.

1. Such services shall not be provided at the cost of increasing class size.
2. Art - one art teacher per every 500-600 elementary pupils.
3. Music - one music teacher per every 500-600 elementary pupils.
4. Library - one librarian per every 500-600 elementary pupils (Grades 1-5).
5. Physical Education - one physical education teacher for every 300-350 elementary pupils (Grades 1-5).
6. Remedial Reading Specialist - one remedial reading specialist for grades 3-5.

F. Auxiliary professional services - Middle and High School maximums.

Subsections F 1, 2, 3, 4, 5 shall be recommended goals to be attained as soon as possible.

1. Such services shall not be provided at the cost of increasing class size.
2. Guidance - one guidance counselor for every 300-350 pupils.
3. Physical Education - one physical education teacher for every 350 pupils.
4. Library - one certified school librarian for every 500-550 pupils.
5. Remedial Reading - one remedial reading specialist for grades 6-8 and one for grades 9-12 with modification as need arises and circumstances permit.

G. Auxiliary professional service when provided or when positions are established general maximums:

1. Psychologist (or equivalent services) - one for every 1500-1800 pupils (K-12).
2. Social Worker (or equivalent services) - shall be considered in future negotiations.
3. Attendance - one full-time attendance officer for the District.

4. Dental Hygienist - (Public-Private) - to meet State standards.
5. Nurse - one certified School Nurse Teacher to meet State standards.

H. Meetings, workshops, and conferences.

1. Department, grade level and/or team meetings should not be scheduled to interfere with student contact time.
2. Instructional workshops or conferences should be scheduled within the school day to enable participation by bargaining unit members in a more productive period of time.

I. Extra-curricular Activities

Bargaining unit members should be asked to supervise only those student activities that are clearly related to the educational program of the school. Non-instructional activities may be aided by parents, community agencies or interested and skilled citizens.

1. When duties beyond the normal bargaining unit member load as defined in this report are required of bargaining unit members, a reduction in their load should take place or extra pay should be granted (see the Extra Pay Schedule).

**ARTICLE XI.
TEACHER ASSISTANCE**

A. Teachers and teaching principals should be relieved of routine clerical and police duties in order that they may devote their time and skills to teaching. Therefore, it is recommended that:

1. Bargaining unit members be relieved of duties such as playground, lunchroom, chaperoning, athletic field, and hall supervision. These duties should be assumed by school aides.
2. Teachers should be involved in developing the criteria and qualifications for the selection of assistants.

B. If budgetary provisions allow and it is deemed advisable, teacher aides will be hired.

**ARTICLE XII.
BARGAINING UNIT MEMBER SUPERVISION AND EVALUATION**

A. The following shall govern all bargaining unit members observation and evaluation. Evaluative periods will begin by October 15; however, probationary bargaining unit members will not be formally observed/evaluated before October 15th. A bargaining unit member may request additional supervisory visits at any time for the purposes of receiving professional assistance.

1. Probationary bargaining unit members in the Saranac Lake School District shall be guaranteed a minimum of three (3) observations per year of their work performance.
2. Choice of some observations should be made by mutual agreement between both observer and bargaining unit member at least twenty four (24) hours prior to such observations.

3. For each observation chosen contrary to the desires of the bargaining unit member, an additional observation chosen by the bargaining unit member must be observed, if the bargaining unit member so desires.
 4. Evaluation shall be based on a series of observations covering more than a single class period, content area or group of students, which ever is applicable.
 5. Note taking by the observer shall be done as inconspicuously as possible. When a written report is to be placed on file, both bargaining unit member and observer shall sign and date the report. The bargaining unit member shall have the right to attach to each such written report any comments he/she desires concerning the content thereof.
 6. The observer shall not participate in classroom activities in any manner, except when, and only to the degree to which he/she is expressly invited by the bargaining unit member.
 7. Comments or discussion of the observation shall not be made in the presence or hearing of students.
 8. A written report shall be prepared following each bargaining unit member observation. This report shall be discussed with the bargaining unit member at a bargaining unit member-administrator conference called specifically for this purpose. In the case of a tenured bargaining unit member, a formal conference need not be held when bargaining unit member and administrator mutually agree. In such cases, the bargaining unit member and administrator must sign the written observation report before it is placed in the personnel file. The bargaining unit member will be given a copy of each observation report prepared by his administrator at least one (1) day prior to said conference. The conference shall be held within five (5) school days of the observation. This provision will not prohibit the administrator from discussing the observation with the bargaining unit member prior to the issuance of the written report.
 9. No observation report shall be placed in a bargaining unit member's file or otherwise acted upon without a prior conference unless in accordance with the provision noted above. After the conference, the observation report shall be signed by the bargaining unit member and administrator to indicate that the conference has been held.
 10. A committee consisting of an equal number of members selected by the Superintendent and president of the SLTA will study options for alternative evaluations for tenured teachers.
- B. When the building administrator becomes aware of significant pedagogical inadequacies in a bargaining unit member's performance, such as instructional techniques, curricular knowledge, or management abilities during the regular observation procedure, or of other substantiated performance deficiencies, he/she will implement interventions to attempt to correct such deficiencies. If, over a reasonable period of time, these intervention strategies fail to correct the area(s) of weakness the building administrator may place that bargaining unit member in remediation. At the discretion of the Superintendent or designee, a bargaining unit member may be provided with intervention and remediation as described by this

procedure for misconduct, such as, but not limited to, insubordination, immoral character or conduct unbecoming a teacher. For probationary bargaining unit members, intervention, remediation and continued employment shall be at the discretion of the Superintendent or designee.

Once the decision has been made to place the bargaining unit member in remediation, the following steps must take place.

1. The building administrator shall provide the bargaining unit member with written notice of a conference to be held to place the bargaining unit member in remediation. The bargaining unit member may request the presence of an Association-designated representative, if he/she so chooses.
2. At the conference, the administrator will cite, in writing, the weakness(es) identified, and review the intervention procedure(s) to date, allowing the bargaining unit member to participate in an exchange of information or request clarification where necessary.
3. A four (4) member support team will be established to provide the bargaining unit member with help to overcome the stated weakness(es). The support team shall consist of two members appointed by the Superintendent, and two members selected by the bargaining unit member, one of which may be an association representative if requested by the bargaining unit member. The evaluator may not be on the support team.
4. After the conference, the support team will initially meet with the bargaining unit member to review the areas of concern and the intervention strategies to date. At this point the support team will identify those areas of concern, based upon information provided by the building administrator and the bargaining unit member, where the support team may plan an effective role in remediation efforts.
5. Based on the review identified in subparagraph 4, the team shall develop strategies for the remediation of the problem(s) which may include, but not be limited to, observations by member(s) of the support team, participation in specified staff development activities or workshops, visitations to other classrooms, buildings or districts or the use of outside consultants. Any additional District expenditures required by the plan must have the approval of the Superintendent.
6. Within ten (10) school days of the initial support team meeting, the remedial action plan will be completed. It will list the strategies to remediate the weakness(es), reasonable time lines to complete the strategies, and any other resources or personnel needed to accomplish the strategies. Eight (8) substitute days per bargaining unit member on remediation will be available to any bargaining unit member who is serving as a member of a support team or is involved in some part of the remedial action plan in order to participate in support team activities. No more than thirty-two (32) substitute days will be used in any given year for such purpose without the approval of the Superintendent. When scheduling support team activities, maintaining student contact time shall be a priority and every attempt will be made to

ensure that such activities take place during normal working hours.

7. One or more members of the support team should meet at least once each week with the bargaining unit member to review the progress of the remedial action plan.
8. The entire support team will meet at least once each three (3) to four (4) weeks with the bargaining unit member to assess progress and determine other strategies which may be needed. If new strategies are established, they must be written into the remedial action plan, and the procedures outlined in subparagraph 6 above followed.
9. The building administrator or designee may determine at any time that the bargaining unit member should be returned to the normal evaluation process if there has been adequate improvement.
10. After 3 months have passed from the date the first written remedial action plan was completed and the bargaining unit member's progress has been insignificant, the building administrator or designee may require that a new remedial action plan be established or the district may take whatever steps are permitted by law
11. After a bargaining unit member completes remediation he or she can be formally observed by an administrator who was on the support team.
12. This subdivision shall be reviewed by the parties after April, 1997 and it may be modified by mutual agreement.

ARTICLE XIII.

VACANCIES AND PROMOTIONS

- A.
 1. Notice of all vacancies shall be posted in the Main Office of each school. Such notice shall set forth a description of and the qualifications for the position, including the duties and salary. A copy will be given to the Association President.
 2. Bargaining unit members who desire to apply for such vacancies shall submit their applications in writing to the Superintendent or his designated administrator within the time limit specified in the notice.
 3. When school is in session, such notice shall be posted as far in advance as practicable, ordinarily at least fifteen (15) school days before the final date when applications must be submitted and in no event less than ten (10) days before such date except in emergencies.
- B. Promotional positions are defined as full time positions outside the bargaining unit.
- C. Whenever an assignment for which extra pay is or will be allotted becomes available, announcements thereof shall be made and all teachers may apply.

ARTICLE XIV.

SABBATICAL LEAVE

- A. Any teacher who has completed seven (7) or more years of continuous satisfactory service in the Saranac Lake Public Schools or in those districts that now compose the Saranac Lake Central School District, may upon the recommendation of the Superintendent be granted a

year's leave of absence for travel, study, or other areas agreed upon. A teacher may receive only one sabbatical leave.

- B. Application for such leave shall be made in writing by February 15th of the school year prior to the September when leave is to become effective. Such application shall be on a form provided by the Superintendent and shall indicate a program, approved by the principal or supervisor and Superintendent to be followed by the teacher during the period of leave. Applicants will receive a written reply to their request no later than April 15th.
- C. As a condition to such leave, the teacher shall agree to return to and continue in the service of the Saranac Lake Central Schools for a period of at least two (2) years after the expiration of the sabbatical leave. Willful failure to fulfill any or all of the two (2) year's of service after the leave shall require repayment of monies received from the District to be pro-rated as follows: The teacher shall repay to the District 1/20th of the amount of sabbatical leave pay for each month of the two (2) year period that the teacher does not serve in the District.

Once sabbatical leave has commenced, failure to participate in the agreed upon program due to reasons other than personal illness as substantiated by proper medical statements, or other legitimate reason(s) acceptable to the Board of Education, shall cause forfeiture of the salary under the terms of this article.
- D. Sabbatical leaves for one (1) year shall be at one half ($\frac{1}{2}$) of the salary the teacher would have received during the period of such leave and for one half ($\frac{1}{2}$) of a year at the full amount of the salary the teacher would have received. Teachers shall be given credit toward salary increment while on sabbatical leave.
- E. Not more than three (3) teachers in all shall be granted sabbatical leave in any one year. If more than three (3) teachers apply for leave, the selection shall be made on the basis of seniority of service. If two (2) teachers are of equal prior service, the selection shall be made upon the basis of benefit to the school system.
- F. Teachers on such leave shall be considered as in the employ of the Saranac Lake Central Schools and the time thus spent shall count as regular service toward retirement and salary increases. Such absences shall be without prejudice to the teacher's tenure rights.
- G. The full number of leaves may not be possible in any one single year because of department needs or inability to employ suitable temporary replacements.

ARTICLE XV. EXTENDED LEAVES OF ABSENCE

A. Association Leave

The Board of Education agrees that one (1) bargaining unit member designated by the Association will, upon request, be granted a leave of absence for up to two (2) years without pay for the purpose of engaging in Association (local, state, or national) activities. This provision does not apply to employment as a field negotiator. Upon return from such leave, such bargaining unit member will not be entitled to vertical advancement on the salary schedule.

B. Leaves for Teaching Elsewhere

A leave of absence without pay of up to two (2) years may be granted at the discretion of the Board of Education, to any bargaining unit member with five (5) years of service in the district who joins the Peace Corps, VISTA, or National Teacher Corps and up to one (1) year for service as an exchange teacher, and is a full time participant in such programs. Applicants for such leave shall provide the Board of Education with a description of the proposed educational experience. Upon return from such leave, a bargaining unit member shall be considered as if he were actively employed by the Board of Education during the leave and will be placed on the salary schedule at the level that he would have achieved if he had not been absent. The granting of such leaves shall be subject to departmental needs or the ability to employ suitable replacements.

C. Military Leave

Military leave will be granted to any bargaining unit member as provided by the military law. Upon return from such leave, a bargaining unit member will be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his absence.

D. Parental Leave

A leave of absence without pay or increment for one (1) year will be granted to a bargaining unit member. Another year may be granted at the discretion of the Board of Education. Upon the expiration of such leave(s) of absence, the bargaining unit member shall be reinstated to the position which he or she occupied at the time the leave was granted, or to one that is substantially equivalent.

1. The leave must terminate at a semester break or at the beginning of a school year; any exceptions shall be solely at the discretion of the Board of Education.
2. The bargaining unit member must notify the district of his/her intent to return:
 - a. if at a semester break, at least sixty (60) days prior to the semester break; or
 - b. if at the beginning of the school year, no later than May 15th preceding the school year in which he or she wishes to return.

E. Family and Medical Leave

1. Bargaining unit members who have been employed with the district for at least 12 months and have worked at least 1,250 hours in the last year are eligible to take up to 12 weeks of unpaid leave for the birth or placement of a child, and family or personal illness subject to the regulations implementing the Family and Medical Leave Act (FMLA).
2. The district shall substitute any accrued paid leave of the unit member (serious illness, sick, personal or vacation as appropriate), for the unpaid leave.
3. Leave taken pursuant to FMLA shall be subject to all FMLA procedures and regulations.

F. Extended Personal Leave

1. A leave of absence without pay or increment, of up to one (1) year may be granted for personal reasons at the discretion of the Board of Education. Additional leave may be granted at the discretion of the Board of Education.
2. Any bargaining unit member whose personal illness extends beyond the period of accumulated sick leave will be granted a leave of absence without pay for a period not to exceed two (2) years or until recovery whichever occurs sooner.

G. All benefits to which a bargaining unit member was entitled at the time the leave of absence commenced, including unused accumulated sick leave, will be restored upon return, and bargaining unit member will be assigned to the same position which was held at the time said leave commenced, if available, or if not, to a substantially equivalent position. A bargaining unit member who returns from such leave will be placed on at least the same level of the salary schedule the bargaining unit member was on when the leave commenced, except that a bargaining unit member having served at least one half of the days ($\frac{1}{2}$ being defined as $\frac{1}{2}$ of the days in the current school calendar - See Article IV, part B), in the school year in which the leave commenced, shall be placed on the next higher level of the salary schedule provided that leave and return do not occur within the same school year.

H. All requests for extended leaves or extensions or renewals of such leave will be applied for in writing to the Superintendent of Schools subject to Board of Education approval. Formal notification will be in writing.

I. Any bargaining unit member on a leave of absence for a school year or more shall notify the Superintendent of Schools as to his intention to return to service at least five (5) months prior to the expiration date of such leave. If the Superintendent of Schools has not received timely notice, he shall send a registered letter of inquiry to the teacher at an address provided for such purpose. Failure to notify the Superintendent of Schools within a month of such inquiry shall constitute a resignation.

ARTICLE XVI.

SICK LEAVE

A. All bargaining unit members shall be entitled to fifteen (15) days of sick leave each year they are employed by the district. All days shall be available the first official day of said school year. Payment for sick leave shall be made only after the bargaining unit member has reported for duty and has been engaged as an employee in the district for 30 days.

B. Bargaining unit members shall be entitled to fifteen (15) days of sick leave each school year after the first year of their employment by the school district as of the first official day of each school year whether or not a bargaining unit member reports for duty on that day. A bargaining unit member employed on an eleven (11) or twelve (12) month basis shall be allowed sixteen (16) or eighteen (18) days of sick leave annually, respectively.

C. Accumulation of days of sick leave shall be limited to 200 days.

D. Bargaining unit members shall be informed once a year of their number of accumulated sick leave days in writing (accumulation through the end of June) as an enclosure with the

paycheck following October 1.

- E. The Superintendent may request a doctor's certificate for absence of more than five (5) consecutive school days.

**ARTICLE XVII.
SICK LEAVE BANK**

- A. Purpose: The Sick Leave Bank is established to aid bargaining unit members who suffer prolonged illness and whose sick leave accumulation has been exhausted.
- B. Membership: Any member of the bargaining unit may voluntarily join the Sick Leave Bank. He may do so by signing an authorization form requesting the Board of Education to deduct a maximum of two (2) days per school year from his accumulated sick time. A member may elect to enroll in this bank during the month of September or February of each school year. During any one school year, the total number of days available at any one time in the bank shall not exceed two (2) days for each member of the bargaining unit.
- C. Utilization:
 - 1. Requests to utilize the Sick Leave Bank will be made to the Association's Executive Committee. Input could be provided by an administrator designated by the superintendent.
 - a) A doctor's statement indicating the nature of the illness or injury.
 - b) A statement from the district that the bargaining unit member has exhausted his/her accumulated sick days.
 - c) A statement from the bargaining unit member indicating the approximate number of days requested.
 - d) An individual may borrow a maximum of sixty (60) days during a single school year.
 - e) If the individual does not use the total number of days requested, the balance of such days shall be returned to the sick bank.
- D. The Association has the responsibility for developing and implementing the guidelines for use of Sick Leave Bank. The decision of the Association in either granting or denying the use of Sick Leave Bank days shall be final and binding and not subject to the grievance procedure.

**ARTICLE XVIII.
TEMPORARY LEAVES OF ABSENCE**

Bargaining unit members will be entitled to the following absences with pay each school year:

- A. Personal Leave Days
 - 1. Personal leave days may be taken either the day immediately before or after a holiday or recess period only with the approval of the Superintendent. No more than two days may be used consecutively, except with the approval of the Superintendent.

2. Bargaining unit members are entitled to 4 days of paid personal leave a year. Employees need only state that the leave is for personal reasons to use two days of personal leave. For the other two days, the employee need only indicate on a personal leave form the nature of the personal leave. Personal leave reasons shall include, but not be limited to those of, an educational, religious, ceremonial, confidential or personal business nature.
 3. Up to three days of personal leave will be added to the bargaining unit member's cumulative sick leave if unused at the end of the school year.
 4. An additional personal leave day may be utilized for personal reasons upon written approval of the Superintendent.
- B. At least two (2) days of leave may be granted for the purpose of visiting other schools or attending meetings or conferences of an educational nature, upon the written approval of the Superintendent.
- C. Time necessary for two (2) Association representatives to attend the New York State United Teacher's and/or American Federation of Teachers conventions up to a maximum of three (3) days each.
- D. Time necessary for duly elected representative(s) to attend the New York State Teachers Retirement System convention.
- E. Time necessary for appearances in any legal proceeding connected with the bargaining unit member's employment or with the school system, for the performance of jury duty or because the bargaining unit member has been subpoenaed in a legal matter in which the bargaining unit member is not personally involved will be granted. A bargaining unit member taking such leave shall reimburse the School District for any fees received as a Federal juror or witness up to the cost of a substitute.
- F. Bereavement Leave
1.
 - a) Five days for each death in the bargaining unit member's immediate family. Immediate family shall mean spouse, child, parent, guardian, parent-in-law, grandchildren, grandparents, siblings, and domestic partner.
 - b) In addition and upon review by the superintendent, a discretionary bereavement leave may be granted on a case-by-case basis for categories not defined by "immediate" family. The decision of the Superintendent in granting or denying the discretionary leave is final and not subject to the grievance procedure.
 2. Such leave shall be non-deductible from accumulated sick leave.
- G. Serious Family Illness
1. A total of five (5) days per year for serious family illness in the immediate family. Immediate family shall be defined as in F(1) above.
 2. Such leave shall be non-deductible from accumulated sick leave.
 3. All additional family illness days will be deductible from sick leave.

ARTICLE XIX.
PERSONAL INJURY BENEFITS

- A. When a bargaining unit member loses time from school due to injury sustained in the performance of his duties which have not resulted from individual misconduct or carelessness on the part of the bargaining unit member, such time lost shall not be deducted from his sick leave and he shall receive his normal salary for a period of up to one year. The bargaining unit member will indemnify the school district for all weekly benefits derived from said particular injury, not to exceed the payroll benefits paid during the period or term of disability.
- B. No bargaining unit member shall be deemed to be engaged in extra-curricular activities in the course of his employment unless previously authorized by the administration or unless specifically requested by the individual in charge of such activity.

ARTICLE XX.
BARGAINING UNIT MEMBER PROTECTION

- A. Bargaining unit members will immediately report all cases of assault or personal injury suffered by them in connection with their employment to their principal or immediate supervisor, in writing.
- B. This report will be forwarded to the Superintendent of Schools who will comply with any reasonable request from the bargaining unit member for information in his possession relating to the incident or the persons involved.
- C. The School District agrees to hold bargaining unit members harmless from any financial loss pursuant to Section 3023 of the State Education Law.
- D. The Superintendent recognizes that professional personnel in a situation where a nurse teacher is not present or immediately available shall act within the scope of their good judgment in dealing with the student or school personnel who have been injured or taken ill.

ARTICLE XXI.
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The School District shall pay the reasonable expenses (including fees, meals, lodging, transportation and/or registration fees) incurred by bargaining unit members in attending workshops, seminars, conferences and other professional improvement sessions when such attendance has been given prior approval by the Superintendent. Upon return from such sessions, the bargaining member will be required to provide a brief report to his/her principal on what was learned. In addition, the bargaining unit member is required to share the knowledge gained with other members of the staff.
- B. The School District shall take steps to provide reasonable facilities and services in connection with the equipping and operating of a professional library for the use of the faculty.
- C. The Association shall upon the request of the Superintendent conduct an investigation to ascertain the desire of the faculty for the initiation of in-service courses or workshops.

- D. The School District shall, upon the basis of request by the Association, provide in-service courses or workshops which the District judges are needed for the improvement of education in the District.
- E. Beginning with the 1997-98 school year, the Association will be responsible for planning the activities (e.g., workshops, conferences, speakers, etc.) for one staff development day per year. The Association president shall discuss with the Superintendent which day the Association will organize and will explain the day's activities within a reasonable period of time prior to the day.
- F. A committee will be established to plan staff development days starting in the second year of the agreement (July 1, 1999). The committee will consist of four (4) bargaining unit members, three (3) administrative staff members and two (2) Board of Education members. This committee will call on community resources when applicable to the topics selected for staff development sessions. The staff development day usually scheduled in March will be moved to the beginning of the school year, coupled with the first staff development day."

ARTICLE XXII.
ASSOCIATION PARTICIPATION

- A. The President of the Association or his designee and the Superintendent will meet at the request of either party but no more frequently than once a week to discuss matters of mutual concern. In the event of a crisis situation, the President or his designee is guaranteed access to the Superintendent during the school day.
- B. The District shall provide a secure private office furnished with telephone and Internet access for the Association President to conduct Association business

ARTICLE XXIII.
BARGAINING UNIT MEMBER FACILITIES

- A. Each school shall have the following facilities:
 - 1. Space in each classroom in which teachers may safely store instructional materials and supplies.
 - 2. A bargaining unit member work area containing basic equipment and supplies to aid in the preparation of instructional materials.
 - 3. A serviceable desk and chair at each teaching station for the use of bargaining unit members assigned there.
 - 4. Well lighted, clean bargaining unit member restrooms with the assurance of privacy whenever student facility must be used.
- B. In addition all new or remodeled schools shall have the following facilities:
 - 1. Furnished rooms to be reserved for the exclusive use of bargaining unit members as a faculty lounge. Said rooms will be in addition to the aforementioned teacher work area.
 - 2. A communications system through which bargaining unit members can communicate

with the main office in the building from their classrooms.

3. A separate, semi-private dining area for the use of bargaining unit members in high school, middle school and elementary school(s).
- C. The Superintendent shall provide bargaining unit members adequate parking at all schools.
- D. There shall be at least one private line telephone in all buildings where such service is available.
- E. There will be one bulletin board in all faculty lounges for the exclusive use of the Association.

ARTICLE XXIV.

SUPPLIES

- A. The School District agrees that it will provide sufficient supplies when such supplies are properly requisitioned so that bargaining unit members may fulfill their teaching responsibilities in an adequate and professional manner.
- B. In addition to the normal budget request, elementary, middle and high school departments should be allowed a reasonable amount to be used to purchase materials and supplies which are not immediately available from central supply or which cannot, by their unique nature, be stocked. Bargaining unit members desiring to requisition materials and supplies must have the approval of their principal and shall be provided with a purchase order for said items.
- C. When, for any reason, expenditures for supplies, books, etc. ordered by an individual bargaining unit member must be reduced, the bargaining unit member shall be notified prior to the end of the school year of the amount of the reduction, and shall be given an opportunity to specify which items shall be cut from the requisition.
- D. When, for any reason, supplies, books, etc. ordered by a bargaining unit member are unavailable, the bargaining unit member will be notified in writing. Such notice shall include any available information as to when such materials can be expected to be delivered.
- E. Bargaining unit members shall have the right to recommend standards of materials which they find satisfactory. Materials found sub-standard for the purpose intended shall not be reordered.

ARTICLE XXV.

PHYSICAL EXAMINATION

Any physical examination which may be required of an employee by the Superintendent shall be at the expense of the District when the examination is performed by the School Physician. Every employee shall have the right and privilege to undergo examination by a physician of his own choice. In such event, however, the cost of examination shall be borne by the employee.

ARTICLE XXVI.

GENERAL

- A. No bargaining unit member shall suffer any professional disadvantage by reasons of his membership in the Association or participation in its lawful activities. The Association

agrees that non members shall not be subject to harassment.

- B. A copy of the official agenda of each official Board meeting, and any attached documents, will be given to the Association prior to said meeting.
- C. A copy of School District policies and Rules and Regulations, and a copy of any changes in our amendments thereto shall be available to all professional staff members in the Clerk's Office.
- D. The School District shall provide each professional staff member incumbent or new with a copy of this agreement and/or future revisions.
- E. The parties recognize that this Agreement has been entered into pursuant to the Public Employees' Fair Employment Act. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed to be valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect. Either party, upon learning that a provision of this Agreement or any application of the Agreement to any bargaining unit member(s) is contrary to law, shall contact the other party within two (2) weeks to arrange a meeting to negotiate said provision.
- F. Any individual arrangement, agreement or contract between a Superintendent and an individual bargaining unit member hereafter executed shall be expressly made subject to and consistent with the terms of this Agreement. If any individual arrangement, agreement or contract contains any language which is inconsistent with the terms of this agreement, this agreement during its duration shall be controlling.
- G. "IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."

**ARTICLE XXVII.
PERSONNEL FILES**

- A. Upon request, an employee shall be permitted to examine his or her official employment file with the exception of original letters of recommendation. Files may be examined only in the Superintendent's office. No file or part thereof may be removed from such office. Said employee shall have the right to have his representative present at such review.
- B. No material derogatory to an employee's conduct, service, character, or personality shall be placed in the personnel file unless the employee has had an opportunity to read the material. The employee shall acknowledge that he has read such material by affixing his signature on the actual copy to be filed with the understanding that such signature merely signifies that he or she has read the material to be filed and does not necessarily indicate agreement with its content. The employee shall have the right to answer any material filed and his or her answer shall be attached to the file copy.
- C. Upon receipt of a written request, the employee shall be furnished a reproduction of any

material from his/her file at the employee's expense.

- D. Any materials proved to be unjustified or inaccurate shall be removed.
- E. No materials on file shall be forwarded to any agency, prospective employer, or other party without the express written consent of the member.

ARTICLE XXVIII.

SALARY

- A. Salaries for the 2005-06, 2006-07, 2007-08 school years shall be according to the attached salary schedules.
- B. Salaries for the Extra Pay Positions for the 2005-06, 2006-07, 2007-08, school years shall be according to the attached Extra Pay Schedules.

All bargaining unit members eligible for additional compensation for extra-curricular or coaching assignments will have the option of receiving such payment as part of a regular payroll check or as a separate check.

- C. In order to receive salary credits on the salary schedule, such credits must be preapproved by the Superintendent and must meet two of the following criteria:
 - 1. Course is from an accredited university at the graduate level.
 - 2. Course is in education or can be used to enhance classroom abilities.
 - 3. Course is in the bargaining unit member's tenure/subject area or in one of the five academic tenure areas as defined by the New York State Education Department Regulations (Mathematics, Science, English, Social Studies, and Foreign Language).
 - 4. Course is part of graduate level program leading to permanent certification.
 - 5. Course is in computer science or application.

- D. Inservice Credit

Prior approval by the Superintendent will be required for inservice credit. For every fifteen (15) contact/clock hours, one (1) inservice credit will be granted. The contact/clock hours must take place outside of the normal school day.

ARTICLE XXIX.

INSURANCE

Memorandum of Understanding

By virtue of the Joint Governing Board FEH Consortium approved motion 2/13/02 and agreement of the Saranac Lake Central School District and the Saranac Lake Teachers Association:

"There shall be a moratorium on negotiations for employee health insurance contribution or health insurance benefits at the individual district tables, which moratorium shall expire June 30, 2004. It is understood that negotiations for successor agreements to contracts that expire on or after June 30, 2004 will not be affected by such moratorium. This moratorium does not extend to any other health insurance benefits,

such as dental, optical, life, disability, etc.)”

* A MEMORANDUM OF UNDERSTANDING attached hereto and incorporated herein as Exhibit A shall be controlling as to any provision within this Article which presents a conflict. Those sections which have been identified among the parties as being affected by such MEMORANDUM OF UNDERSTANDING shall be indicated by an asterisk (*). Such identification is illustrative and shall not be considered determinative.

*A. Health Insurance

- *1. For the 1995-96 and 1996-97 school years, the district shall pay 100% of the premium cost of the group hospitalization plan for individual coverage and 100% dependent coverage of all bargaining unit members including retirees.
- *2. As of July 1, 1997, the bargaining unit member's share of the health insurance premium shall be \$250 for family coverage and \$125 for individual coverage. In the event there is a two person coverage plan offered, the bargaining unit member's contribution rate will be prorated based on the ration between the premium for family coverage and the contribution for family coverage.
3. All bargaining unit member retired by August 31, 1997 will have 100% of the premium paid by the District. As of September 1, 1997, any bargaining unit member who retires with seventeen (17) or more years of service in the District will have 100% of the premium paid by the District. As of September 1, 1997, any bargaining unit member who retires with less than 17 years of service in the District will pay the portion of the premium that the bargaining unit members are paying at the time of their retirement.
- *4. The parties hereby agree that in any case where both husband and wife are eligible for coverage under the health insurance plan offered by the District:
 - *a. Only one will be allowed to have coverage with the other being designated as a dependent. The only exception will be in cases where there are no other dependents and both husband and wife elect to have individual coverage.
 - *b. That in such cases the District will agree to self-insure the major medical exposure of such couples such that when the uncovered amounts of allowable major medical expenses exceeds the \$75 per person of \$225 per family, exclusive of the original deductibles, additional expenses will be paid at a 100% level. Please see the following example:

(see example on following page)

Example: Major Medical bills of \$1,500 are submitted on one family plan.

Allowable Major Medical Charges	\$1,500	
Less	\$75	Deductible
	\$1,425	
× 80%	\$1,140	
	\$285	Amount to be covered under the self-insurance arrangement.

- *1. Thus, the underlying BC/BS and Major Medical plan would work as it always has. In cases where both husband and wife are eligible for coverage under this plan by virtue of their employment, the spouse could submit their family unpaid bills to the Business Office. The 20% (\$285 noted in above example) that was not covered under Major Medical, which is the same provision that is incorporated in the present dual family coverage, will then be reimbursed, subject to; however, an additional \$75 deductible per person up to a maximum deductible of \$225 per family.

Example: The self-insurance arrangement would pay:

	\$285	
Less	\$75	Deductible
	\$210	Paid by the District.

The deductible would be limited to \$225/family/year in the same way the Major Medical deductible is limited to \$225.

- *5. If in the future the Major Medical portion of the District's Health Insurance plan can be written by another company or companies, providing the same or a higher level of benefits at a lower cost, the District will be permitted to change carriers. The District also agrees to meet with a representative group of the Teachers Association to discuss any contemplated changes and to evaluate the effects of any new plan that is adopted.
6. Effective July 1, 1996, any bargaining unit member who elects not to receive any health insurance from the district for a minimum of one year shall receive a stipend of \$1,500 annually. The bargaining unit member shall provide evidence of coverage elsewhere. Should circumstances change, the individual may opt to be covered by the District's health insurance plan; such a change shall be made as soon as possible following receipt of a written request from the bargaining unit member, with pro-rata adjustments of any funds due under this section.

B. Dental Insurance

1. Eligibility:

All full time employees regularly scheduled to work 20 hours per week or more.

- a. Coverage will be available for retirees at full cost.
- b. Husbands and wives who are both employed by this district will only be allowed one family plan or two individual plans.
 - i. A single employee may elect family coverage during the month he/she marries.
 - ii. An employee who declines coverage because he/she is a dependent on a similar dental plan under the spouse's name will be eligible for coverage upon presenting proof of his/her spouse's termination of coverage by their employer or the spouse's change of employment.

2. Coverage for new employees will start either in the month employed or the first of the following month at the discretion of the School Business Office and the Carrier.

3. Coverage for 10 month employees who have worked all year will cover the summer months. In the case of a resignation, this summer coverage would terminate if new, regular employment is obtained in July or August.

4. Employees on leave of absence will be required to continue their coverage at their own expense. This is the same provision as for health insurance coverage.

5. Cost:

- a. The District agrees to contribute the following toward the purchase of this coverage.

	<u>Individual Coverage</u>	<u>Family Coverage</u>
Option I	\$5.45/Month	\$16.51/Month
Schedule A	\$5.60/Month	\$16.45/Month

- b. The balance will be deducted periodically from the employee's paycheck in a manner deemed to be easiest by the Business Office.

6. The Association will establish a committee to investigate and recommend to the District alternative dental insurance carriers. The purpose of this investigation is to seek better benefits for employees while maintaining the current price (premium cost) level.

In the event the Association can clearly demonstrate the above can be accomplished the plan will be implemented.

ARTICLE XXX.
RETIREMENT INCENTIVE

- A. Upon retirement and subject to the limitations and provision of this Article, bargaining unit members shall receive a one-time cash lump sum according to the following conditions.

The District agrees to grant retiring bargaining unit members a payment of \$5000 for their first 15 years of service to the District along with an additional \$500 for every full year of service in excess of 15 years, up to a maximum of 25 years of total service. In addition, the District agrees to grant retiring bargaining unit members payment for 34% of accumulated sick leave in excess of 100 days at the bargaining unit member's daily rate of pay at the time of retirement. The number of days a retiring bargaining unit members may accumulate is determined according to Article XVII Item A3.

- B. To be eligible for this benefit upon retirement, a bargaining unit member must meet the following criteria and stipulations.

1. The bargaining unit member must have completed at least fifteen (15) years of full-time service in the district by the date the bargaining unit member retires from the district;
2. The bargaining unit member must provide the Board of Education a letter of resignation one hundred and eighty (180) days prior to his or her effective date of retirement.
3. The bargaining unit member may, when faced with life altering events, rescind the letter of resignation at any time prior to 90 days of the effective date of retirement.

- C. For the purpose of this Article the following limitations and definitions apply:

1. The effective date of retirement shall be the date recognized by the New York State Retirement System.
2. The bargaining unit member shall receive a lump sum payment within a thirty (30) day period from the date of retirement or a mutually agreed upon later date.
3. If at any time the District is required to participate in a mandatory State offered Retirement Incentive, the bargaining unit member, if qualified, shall have the right to select either the State offered incentive or the local incentive, but cannot opt for both.

ARTICLE XXXI.
SECTION 125 PLAN

* A MEMORANDUM OF UNDERSTANDING attached hereto and incorporated herein as Exhibit "A" shall be controlling as to any provision within this Article which presents a conflict. Those sections which have been identified among the parties as being affected by such MEMORANDUM OF UNDERSTANDING shall be indicated by an asterisk (*). Such identification is illustrative and shall not be considered determinative.

* To begin the 1996-97 school year, the District shall establish a plan for bargaining unit members pursuant to Section 125 of the Internal Revenue Code.

ARTICLE XXXII.

COMPENSATION FOR PROFESSIONAL WORK OUTSIDE OF THE REGULAR WORK DAY

Bargaining unit Members will be compensated at the rate of 1/181th of the base salary on step 1 of the teacher's salary schedule for optional work that is requested by the district to be performed outside of the normal workday or the normal work year. Work will include the following: committee, tutoring, remedial, small group instruction, and assessment beyond regular class work. Some examples of this work are: Middle School Learning Lab, After School Work Time, SAT prep class and Mentor training, summer school Regents grading, and PDP committee.

ARTICLE XXXIII.

EXTRACURRICULAR FUND COMMITTEES

Extracurricular Fund Committees will be established for each of the Middle School, Petrova Elementary School and the elementary schools of Bloomingdale, Lake Clear and Lake Colby. The committees for the Middle School and Petrova Elementary School shall consist of the building principal, two members selected by the district and two bargaining unit members selected by the Saranac Lake Teachers' Association. The Extracurricular Fund Committee for the elementary schools of Bloomingdale, Lake Clear and Lake Colby shall consist of the building principal, three members selected by the district and one bargaining unit member from each of the three schools selected by the Saranac Lake Teachers' Association.

The Extracurricular Fund Committees will meet at least once per school quarter to determine the distribution of budgeted extracurricular funds. Bargaining unit members wishing to utilize those funds will submit to the committee a proposal detailing the activity for which the funds are to be used, the targeted student population, the approximate number of hours for which compensation will be required and a budget of all other associated costs. The committee will review the proposal and respond in writing to the requesting member. The committee will keep a record of the distribution of the funds, which will be shared monthly with the President of the Saranac Lake Teachers' Association.

ARTICLE XXXIV.

COACHING APPOINTMENTS AND EVALUATIONS

- A. Timeline for Coach Appointments
 - 1. Athletic Director will:
 - a. Observe the coach during the season.
 - b. Conduct an evaluation conference with the coach by the following deadlines:

Fall Sports:	December 1
Winter Sports:	April 1
Spring Sports:	June 15
 - c. Submit the evaluations and recommendations to the Superintendent by the following deadlines:

Fall Sports:	December 15
Winter Sports:	April 15
Spring:	June 30

B. Posting and Appointment of Athletic Positions

1. The Superintendent will post athletic positions for the following year with deadlines as follows:
Fall Sports: December 1
Winter Sports: April 1
Spring Sports: June 15
2. The Board of Education will act on the Athletic Director's recommendations at the Board of Education meeting immediately following dates lists in item 1.c.
3. The "current" coach will make equipment recommendations for the next school year at the time that such requisitions are due.
4. Effective December 20, 2004, the district will place the incumbent coach in the position of a coach for the subsequent year if the incumbent coach satisfies the following requirements:
 - a. He/She receives satisfactory evaluations for the Athletic Director for two consecutive years in that coaching position.
 - b. He/She submits a written letter of interest in the coaching position no later November 30 (of the prior year) for Fall Sports, March 31 (of the prior year) for Winter Sports, and June 14 (of the prior Year) for Spring Sports.
5. Before offering a position to a non-district unit member, the district will first offer vacant coaching positions to members of the association.
6. Agreed upon Evaluation Forms begin on page 48.

**ARTICLE XXXV.
GRIEVANCE PROCEDURES**

Section 1: Definition

A grievance is a claim that a provision(s) of the Agreement has been violated. The grievant may be either the Association or a person covered by this Agreement.

Section 2: Time Limits

All time limits herein shall consist of school days except that when a grievance is submitted on or after June 1, time limits shall consist of all week days so that the matter may be resolved before the close of the school term or as soon as possible thereafter. Time limits may be extended only with the written consent of the Administration and the grievant. A grievance must be filed in writing at Step 1, A, within thirty (30) days from the time the bargaining unit member knew or should have known of the alleged grievance.

If a meeting is not held within five (5) days in Steps I, II or III, the Association can move the grievance to the next step. The time lines will run as if a meeting had been held on the fifth day. Further, the parties may mutually agree to extend the timelines in any stage of the grievance process.

Section 3: Grievance Representation

Upon selection and certification by the Association, the Superintendent shall recognize an Association Grievance Committee and its representatives.

Section 4: Informal Stage

Before the grievant files a grievance in writing he will attempt to resolve it informally with the appropriate immediate supervisor. In doing so the grievant will have the obligation to inform his supervisor that he is initiating the informal stage of the grievance procedure.

Principal - Step I

- A. If the grievance is not resolved informally the grievant may present the grievance in writing which will contain the alleged contract violation, the background information, and the remedy sought within five (5) days to the principal (elementary, middle or high school principal) who will hold a meeting within five (5) days.
- B. The principal must provide the grievant with a written answer to the grievance within five (5) days.

Superintendent of Schools - Step II

- A. If the grievance is not resolved at Step I, B, the grievant may present the grievance in writing within five (5) days after the principal's response to the Superintendent who will hold a hearing with the grievant within five (5) days. The Superintendent will give the grievant two (2) days notice prior to the Superintendent's hearing. Upon conclusion of the hearing, the Superintendent shall provide his decision within seven (7) days to the grievant. Each party shall have the right to include in its representation appropriate witnesses and needed counselors to develop facts pertinent to the grievance.

Board of Education - Step III

- A. If the grievant is not satisfied with the decision at Step II, he will notify the Superintendent within five (5) days. The Superintendent and members of the Board of Education will hold a meeting within ten (10) days with the grievant. Each party shall have the right to include in its representation appropriate witnesses and needed counselors to develop facts pertinent to the grievance. Upon the conclusion of the hearing, the members of the Board of Education will have ten (10) days in which to provide a decision in writing to the grievant.

Section 5: Arbitration

If the grievant is not satisfied with the disposition of the grievance at Step III or the Step III time limits expire without action, then the grievance may be submitted to final and binding arbitration under the rules of the American Arbitration Association which shall act as administrator of the proceedings. If the Association determines that the grievance is without merit, the individual may file a demand for arbitration and will assume all his/her costs associated with it. Upon the filing of the demand by the grievant, written notification will be forwarded to the Board of Education. Unless a demand for arbitration is filed within twenty (20) days of date for the Board's Step III reply, the

grievance shall be deemed withdrawn.

Neither the District nor the Grievant will be permitted to assert any grounds or evidence not previously disclosed to the other party.

The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. However, it is mutually agreed that the arbitrator is empowered to include in his award such financial reimbursements as he judges to be proper. Each party shall bear the full cost for its side of the arbitration and will pay one half of the cost for the arbitrator. The parties agree that once a case is submitted to arbitration, it will not be pursued in any other legally binding forum until the arbitrator's decision is rendered.

Section 6:

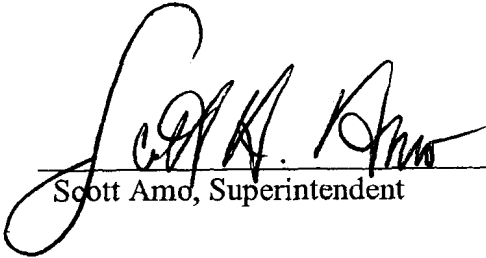
The parties acknowledge the right of an Association representative and/or Board of Education representative to participate in the processing of a grievance at any level.

**ARTICLE XXXVI.
DURATION OF AGREEMENT**

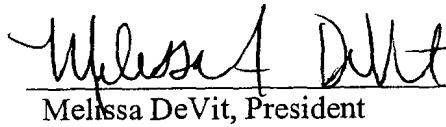
The duration of this Agreement shall be for the period beginning July 1, 2005 and ending June 30, 2008.

For the Saranac Lake Central School District:

For the Saranac Lake Teachers' Association:



Scott Amd, Superintendent



Melissa DeVit, President

5-25-05

Date

5-25-05

Date

TEACHER'S BASE SALARY SCHEDULE 2005 – 2006 (YEAR 1)

Step	2005-06 Base
1	32,000
2	32,515
3	34,000
4	34,515
5	36,015
6	36,515
7	37,015
8	37,665
9	38,665
10	39,765
11	40,765
12	42,265
13	43,265
14	44,265
15	45,325
16	46,325
17	47,350
18	49,000
19	50,750
20	53,000
21	55,000
22	58,000
23	63,450

For every whole credit that is approved by the district, the compensation is \$69 per credit up to a maximum of 60 credits. Compensation for credits is in addition to the base salary.

Masters Degree: +\$500

Guidance, Dean Of Students and School Psychologist: +5% of base

Attendance: +1 month's salary

ATHLETIC AND EXTRACURRICULAR PAY SCHEDULE 2005 – 2006 (YEAR 1)

A2855.1500000	Step 1	Step 2	Step 3
Director of Health, Phys Ed, & Recreation	6255	6305	6355

Elementary School Extracurricular Bloomingdale, Clear, Colby & Petrova

Hourly Rate	15.16
For a Maximum of	5500

While the activities are not limited to these examples, included among these activities are:
Musical, etc.

Elementary Extracurricular Activities	Step 1	Step 2	Step 3
Elementary Musical Director	682	732	782
Yearbook Advisor - Elementary	755	805	855
Odyssey of the Mind Advisor - Petrova	1275	1325	1375
Odyssey of the Mind Advisor - Lake Clear	1275	1325	1375
Odyssey of the Mind Advisor - Bloomingdale	1275	1325	1375

A2850.1520000

Middle School Athletic & Extracurricular

Hourly Rate	15.16
Maximum of	8000

While the activities are not limited to these examples, included among these activities are:

Athletic: Indoor Hockey, Basketball, Ice Hockey, Volleyball, Gymnastics, Wrestling, Track, Softball, Bowling, Skating
Extracurricular: Guitar Club, Pep Club, Library Club, Honor Society, Drama Club, Communications, House of Delegates, Outdoor Club

	Step 1	Step 2	Step 3
MS Yearbook Advisor	1761	1811	1861
MS Newspaper Advisor	978	1028	1078
Odyssey of the Mind - Middle School	1275	1325	1375
Phoenix Advisor	1029	1079	1129
YENGA Advisor	1275	1325	1375

A2855.1520000

Middle School Interscholastic Athletics

	Step 1	Step 2	Step 3
Baseball, Modified Coach	2018	2068	2118
Basketball Modified A Boys Coach	2075	2125	2175
Basketball Modified A Girls Coach	2075	2125	2175
Basketball Modified B Boys Coach	1380	1430	1480
Basketball Modified B Girls Coach	1380	1430	1480
Football 7 & 8 Grade Coach	2271	2321	2371
Football 7 & 8 Grade Coach	2271	2321	2371
Lacrosse, Modified Coach	2018	2068	2118
Soccer Modified A Boys Coach	2271	2321	2371
Soccer Modified A Girls Coach	2271	2321	2371
Soccer Modified A Girls Coach	2271	2321	2371
Softball Modified Coach	2075	2125	2175
Volleyball Modified Coach	1380	1430	1480

TEACHING ASSISTANT SALARY SCHEDULE 2005 — 2006 (YEAR 1)

STEP	Without Associate's Degree	With Associate's Degree
1	16,000	18,000
2	16,800	18,800
3	17,500	19,500
4	18,150	20,150
5	18,539	20,615
6	18,940	21,016
7	19,355	21,431
8	19,806	21,896
9	20,207	22,325
10	20,607	22,726
11	21,044	23,163
12	21,538	23,728
13	21,938	24,243
14	22,446	24,694
15	22,704	25,123
16	23,019	25,954
17	23,362	26,369
18	23,763	26,770
19	24,387	27,506

Athletic and Extracurricular Pay Schedule 2005 – 2006 (Year 1)**A2855.1530000**

High School Interscholastic Athletics	Step 1	Step 2	Step 3
Baseball, Boys JV Coach	2906	2956	3006
Baseball, Boys Varsity Coach	3101	3151	3201
Basketball, Boys JV Coach	3023	3073	3123
Basketball, Boys Timer	996	1046	1096
Basketball, Boys Varsity Coach	3961	4011	4061
Basketball, Cheerleading Advisor	1381	1431	1481
Basketball, Girls JV Coach	3023	3073	3123
Basketball, Girls Timer	996	1046	1096
Basketball, Girls Varsity Coach	3961	4011	4061
Cross Country Track, Girls & Boys Coach	2704	2754	2804
Cross Country, Asst. Boys Coach	2019	2069	2119
Cross Country, Asst. Girls Coach	2019	2069	2119
Equipment Manager	1122	1172	1222
Equipment Manager	1122	1172	1222
Football, Cheerleading Advisor	1229	1279	1329
Football, JV Asst. Coach	3043	3093	3143
Football, JV Head Coach	3133	3183	3233
Football, Varsity Asst. Coach	3043	3093	3143
Football, Varsity Asst. Coach	3043	3093	3143
Football, Varsity Head Coach	4058	4108	4158
Golf, Girls & Boys Asst. Coach	2906	2956	3006
Golf, Girls & Boys Coach	3101	3151	3201
Hockey, Boys Assistant Coach	2906	2956	3006
Hockey, Boys Varsity Coach	4246	4296	4346
Hockey, Girls Assistant Coach	2906	2956	3006
Hockey, Girls Varsity Coach	4246	4296	4346
Indoor Track, Asst. Coach	2472	2522	2572
Indoor Track, Varsity Coach	2630	2680	2730
Lacrosse, JV Coach	2906	2956	3006
Lacrosse, Varsity Coach	3101	3151	3201
Skiing, Alpine Coach	2844	2894	2944
Skiing, Cross Country Coach	2844	2894	2944
Soccer, Boys JV Coach	2797	2847	2897
Soccer, Boys Varsity Head Coach	3133	3183	3233
Soccer, Girls JV Coach	2797	2847	2897
Soccer, Girls Varsity Head Coach	3133	3183	3233
Softball, Girls JV Coach	2906	2956	3006
Softball, Girls Varsity Coach	3101	3151	3201
Track, Asst. Boys and Girls	2906	2956	3006
Track, Boys Asst. Coach	2906	2956	3006
Track, Boys Head Coach	3101	3151	3201
Track, Girls Asst. Coach	2906	2956	3006
Track, Girls Head Coach	3101	3151	3201
Volleyball, Girls JV Coach	2066	2116	2166
Volleyball, Girls Varsity Coach	2231	2281	2331
Weight Room Advisor	2688	2738	2788

Athletic and Extracurricular Pay Schedule 2005 – 2006 (Year 1)

A2850.1530000

High School Extracurricular Activities	Step 1	Step 2	Step 3
AFS	1381	1431	1481
Art Club	876	926	976
Asst. Dir/Choreographer of Musical	2287	2337	2387
Business Club	978	1028	1078
Costumer	1016	1066	1116
Director Musical	2429	2479	2529
Director of Senior Play	1829	1879	1929
Director of Vocal Ensemble	1381	1431	1481
Environmental Club	658	708	758
Excelsior and/or School Paper	978	1028	1078
Extra Band Days	1381	1431	1481
Extra Chorus Days	1381	1431	1481
Freshman Class Advisor	755	805	855
Freshman Class Advisor	755	805	855
Honor Society	1381	1431	1481
Jazz Ensemble Director	1343	1393	1443
Junior Class Advisor	1119	1169	1219
Junior Class Advisor	1119	1169	1219
Key Club	1169	1219	1269
Music Director of Musical	1439	1489	1539
Odyssey of the Mind - High School	1275	1325	1375
Outdoor Club	658	708	758
Phoenix Advisor	1029	1079	1129
Quiz Bowl Advisor	1381	1431	1481
Senior Class Advisor	1119	1169	1219
Senior Class Advisor	1119	1169	1219
Sophomore Class Advisor	755	805	855
Sophomore Class Advisor	755	805	855
Stage Manager	1046	1096	1146
Stage Manager of Musical	1158	1208	1258
Student Activity Accounts Auditor	2039	2089	2139
Student Activity Acct Asst. Treas. Petrova	934	984	1034
Student Activity Accts Treas.	2039	2089	2139
Student Athletic Association	1039	1089	1139
Student Council Advisor	1119	1169	1219
Technology Club Advisor	876	926	976
Video Club	1169	1219	1269
Web Club	876	926	976
Year Book Advisor	3133	3183	3233

TEACHER'S BASE SALARY SCHEDULE 2006 – 2007 (YEAR 2)

Step	2006-07 Base
1	33,000
2	33,500
3	34,165
4	35,650
5	36,215
6	37,715
7	38,215
8	38,715
9	39,365
10	40,565
11	41,665
12	42,665
13	44,165
14	45,165
15	46,465
16	47,525
17	48,525
18	49,550
19	51,200
20	53,150
21	55,401
22	58,402
23	64,850

For every whole credit that is approved by the district, the compensation is \$69 per credit up to a maximum of 60 credits. Compensation for credits is in addition to the base salary.

Masters Degree: +\$500

Guidance, Dean Of Students and School Psychologist: +5% of base

Attendance: +1 month's salary

TEACHING ASSISTANT SALARY SCHEDULE 2006 — 2007 (YEAR 2)

STEP	Without Associate's Degree	With Associate's Degree
1	16,200	18,200
2	17,000	19,000
3	17,700	19,700
4	18,400	20,400
5	19,050	21,050
6	19,439	21,515
7	19,840	21,916
8	20,280	22,356
9	20,756	22,846
10	21,157	23,275
11	21,607	23,726
12	22,044	24,163
13	22,538	24,728
14	22,938	25,243
15	23,446	25,694
16	23,704	26,123
17	24,019	26,954
18	24,362	27,369
19	25,300	28,436

ATHLETIC AND EXTRACURRICULAR PAY SCHEDULE 2006 – 2007 (YEAR 2)

A2855.1500000	Step 1	Step 2	Step 3
Director of Health, Phys Ed, & Recreation	6529	6579	6629

Elementary School Extracurricular Bloomingdale, Clear, Colby & Petrova

Hourly Rate	15.82
For a Maximum of	5741

While the activities are not limited to these examples, included among these activities are:
Musical, etc.

Elementary Extracurricular Activities	Step 1	Step 2	Step 3
Elementary Musical Director	712	762	812
Yearbook Advisor - Elementary	788	838	888
Odyssey of the Mind Advisor - Petrova	1331	1381	1431
Odyssey of the Mind Advisor - Lake Clear	1331	1381	1431
Odyssey of the Mind Advisor - Bloomingdale	1331	1381	1431

A2850.1520000

Middle School Athletic & Extracurricular

Hourly Rate	15.82
Maximum of	8350

While the activities are not limited to these examples, included among these activities are:

Athletic: Indoor Hockey, Basketball, Ice Hockey, Volleyball, Gymnastics, Wrestling, Track, Softball, Bowling, Skating
Extracurricular: Guitar Club, Pep Club, Library Club, Honor Society, Drama Club, Communications, House of Delegates,
Outdoor Club

	Step 1	Step 2	Step 3
MS Yearbook Advisor	1838	1888	1938
MS Newspaper Advisor	1021	1071	1121
Odyssey of the Mind- Middle School	1331	1381	1431
Phoenix Advisor	1074	1124	1174
YENGA Advisor	1331	1381	1431

A2855.1520000

Middle School Interscholastic Athletics

	Step 1	Step 2	Step 3
Baseball, Modified Coach	2106	2156	2206
Basketball Modified A Boys Coach	2166	2216	2266
Basketball Modified A Girls Coach	2166	2216	2266
Basketball Modified B Boys Coach	1440	1490	1540
Basketball Modified B Girls Coach	1440	1490	1540
Football 7 & 8 Grade Coach	2370	2420	2470
Football 7 & 8 Grade Coach	2370	2420	2470
Lacrosse, Modified Coach	2106	2156	2206
Soccer Modified A Boys Coach	2370	2420	2470
Soccer Modified A Girls Coach	2370	2420	2470
Soccer Modified A Girls Coach	2370	2420	2470
Softball Modified Coach	2166	2216	2266
Volleyball Modified Coach	1440	1490	1540

Athletic and Extracurricular Pay Schedule 2006 – 2007 (Year 2)**A2855.1530000**

High School Interscholastic Athletics	Step 1	Step 2	Step 3
Baseball, Boys JV Coach	3033	3083	3133
Baseball, Boys Varsity Coach	3237	3287	3337
Basketball, Boys JV Coach	3156	3206	3256
Basketball, Boys Timer	1040	1090	1140
Basketball, Boys Varsity Coach	4135	4185	4235
Basketball, Cheerleading Advisor	1441	1491	1541
Basketball, Girls JV Coach	3156	3206	3256
Basketball, Girls Timer	1040	1090	1140
Basketball, Girls Varsity Coach	4135	4185	4235
Cross Country Track, Girls & Boys Coach	2823	2873	2923
Cross Country, Asst. Boys Coach	2108	2158	2208
Cross Country, Asst. Girls Coach	2108	2158	2208
Equipment Manager	1171	1221	1271
Equipment Manager	1171	1221	1271
Football, Cheerleading Advisor	1283	1333	1383
Football, JV Asst. Coach	3176	3226	3276
Football, JV Head Coach	3270	3320	3370
Football, Varsity Asst. Coach	3176	3226	3276
Football, Varsity Asst. Coach	3176	3226	3276
Football, Varsity Head Coach	4236	4286	4336
Golf, Girls & Boys Asst. Coach	3033	3083	3133
Golf, Girls & Boys Coach	3237	3287	3337
Hockey, Boys Assistant Coach	3033	3083	3133
Hockey, Boys Varsity Coach	4432	4482	4532
Hockey, Girls Assistant Coach	3033	3083	3133
Hockey, Girls Varsity Coach	4432	4482	4532
Indoor Track, Asst. Coach	2581	2631	2681
Indoor Track, Varsity Coach	2746	2796	2846
Lacrosse, JV Coach	3033	3083	3133
Lacrosse, Varsity Coach	3237	3287	3337
Skiing, Alpine Coach	2968	3018	3068
Skiing, Cross Country Coach	2968	3018	3068
Soccer, Boys JV Coach	2919	2969	3019
Soccer, Boys Varsity Head Coach	3270	3320	3370
Soccer, Girls JV Coach	2919	2969	3019
Soccer, Girls Varsity Head Coach	3270	3320	3370
Softball, Girls JV Coach	3033	3083	3133
Softball, Girls Varsity Coach	3237	3287	3337
Track, Asst. Boys and Girls	3033	3083	3133
Track, Boys Asst. Coach	3033	3083	3133
Track, Boys Head Coach	3237	3287	3337
Track, Girls Asst. Coach	3033	3083	3133
Track, Girls Head Coach	3237	3287	3337
Volleyball, Girls JV Coach	2156	2206	2256
Volleyball, Girls Varsity Coach	2329	2379	2429
Weight Room Advisor	2805	2855	2905

Athletic and Extracurricular Pay Schedule 2006 – 2007 (Year 2)**A2850.1530000**

High School Extracurricular Activities	Step 1	Step 2	Step 3
AFS	1441	1491	1541
Art Club	915	965	1015
Asst. Dir/Choreographer of Musical	2388	2438	2488
Business Club	1021	1071	1121
Costumer	1060	1110	1160
Director Musical	2535	2585	2635
Director of Senior Play	1909	1959	2009
Director of Vocal Ensemble	1441	1491	1541
Environmental Club	687	737	787
Excelsior and/or School Paper	1021	1071	1121
Extra Band Days	1441	1491	1541
Extra Chorus Days	1441	1491	1541
Freshman Class Advisor	788	838	888
Freshman Class Advisor	788	838	888
Honor Society	1441	1491	1541
Jazz Ensemble Director	1402	1452	1502
Junior Class Advisor	1168	1218	1268
Junior Class Advisor	1168	1218	1268
Key Club	1220	1270	1320
Music Director of Musical	1502	1552	1602
Odyssey of the Mind - High School	1331	1381	1431
Outdoor Club	687	737	787
Phoenix Advisor	1074	1124	1174
Quiz Bowl Advisor	1441	1491	1541
Senior Class Advisor	1168	1218	1268
Senior Class Advisor	1168	1218	1268
Sophomore Class Advisor	788	838	888
Sophomore Class Advisor	788	838	888
Stage Manager	1092	1142	1192
Stage Manager of Musical	1209	1259	1309
Student Activity Accounts Auditor	2128	2178	2228
Student Activity Acct Asst. Treas Petrova	975	1025	1075
Student Activity Accts Treas	2128	2178	2228
Student Athletic Association	1084	1134	1184
Student Council Advisor	1168	1218	1268
Technology Club Advisor	915	965	1015
Video Club	1220	1270	1320
Web Club	915	965	1015
Year Book Advisor	3270	3320	3370

TEACHER'S BASE SALARY SCHEDULE 2007 – 2008 (YEAR 3)

Step	2007-08 Base
1	34,000
2	34,500
3	35,000
4	35,765
5	37,300
6	37,865
7	39,365
8	39,865
9	40,365
10	41,165
11	42,365
12	43,465
13	44,465
14	45,965
15	47,165
16	48,465
17	49,525
18	50,525
19	51,550
20	53,290
21	55,551
22	60,000
23	66,195

For every whole credit that is approved by the district, the compensation is \$69 per credit up to a maximum of 60 credits. Compensation for credits is in addition to the base salary.

Masters Degree: +\$500

Guidance, Dean Of Students and School Psychologist: +5% of base

Attendance: +1 month's salary

TEACHING ASSISTANT SALARY SCHEDULE 2007 — 2008 (YEAR 3)

STEP	Without Associate's Degree	With Associate's Degree
1	16,300	18,300
2	17,300	19,300
3	18,000	20,000
4	18,700	20,700
5	19,400	21,400
6	20,050	22,050
7	20,439	22,515
8	20,840	22,916
9	21,280	23,356
10	21,756	23,846
11	22,157	24,275
12	22,607	24,726
13	23,044	25,163
14	23,538	25,728
15	23,988	26,293
16	24,496	26,744
17	24,754	27,173
18	25,194	28,129
19	26,113	29,336

ATHLETIC AND EXTRACURRICULAR PAY SCHEDULE 2007 – 2008 (YEAR 3)

A2855.1500000	Step 1	Step 2	Step 3
Director of Health, Phys Ed, & Recreation	6823	6873	6923

Elementary School Extracurricular Bloomingdale, Clear, Colby & Petrova

Hourly Rate	16.53
For a Maximum of	5999

While the activities are not limited to these examples, included among these activities are:
Musical, etc.

Elementary Extracurricular Activities	Step 1	Step 2	Step 3
Elementary Musical Director	744	794	844
Yearbook Advisor - Elementary	823	873	923
Odyssey of the Mind Advisor - Petrova	1390	1440	1490
Odyssey of the Mind Advisor - Lake Clear	1390	1440	1490
Odyssey of the Mind Advisor - Bloomingdale	1390	1440	1490

A2850.1520000

Middle School Athletic & Extracurricular

Hourly Rate	16.53
Maximum of	8725

While the activities are not limited to these examples, included among these activities are:

Athletic: Indoor Hockey, Basketball, Ice Hockey, Volleyball, Gymnastics, Wrestling, Track Softball, Bowling, Skating
Extracurricular: Guitar Club, Pep Club, Library Club, Honor Society, Drama Club, Communications, House of Delegates, Outdoor Club

	Step 1	Step 2	Step 3
MS Yearbook Advisor	1921	1971	2021
MS Newspaper Advisor	1067	1117	1167
Odyssey of the Mind- Middle School	1390	1440	1490
Phoenix Advisor	1123	1173	1223
YENGA Advisor	1390	1440	1490

A2855.1520000

Middle School Interscholastic Athletics

	Step 1	Step 2	Step 3
Baseball, Modified Coach	2201	2251	2301
Basketball Modified A Boys Coach	2264	2314	2364
Basketball Modified A Girls Coach	2264	2314	2364
Basketball Modified B Boys Coach	1505	1555	1605
Basketball Modified B Girls Coach	1505	1555	1605
Football 7 & 8 Grade Coach	2477	2527	2577
Football 7 & 8 Grade Coach	2477	2527	2577
Lacrosse, Modified Coach	2201	2251	2301
Soccer Modified A Boys Coach	2477	2527	2577
Soccer Modified A Girls Coach	2477	2527	2577
Soccer Modified A Girls Coach	2477	2527	2577
Softball Modified Coach	2264	2314	2364
Volleyball Modified Coach	1505	1555	1605

Athletic and Extracurricular Pay Schedule 2007 – 2008 (Year 3)**A2855.1530000**

High School Interscholastic Athletics	Step 1	Step 2	Step 3
Baseball, Boys JV Coach	3170	3220	3270
Baseball, Boys Varsity Coach	3383	3433	3483
Basketball, Boys JV Coach	3298	3348	3398
Basketball, Boys Timer	1086	1136	1186
Basketball, Boys Varsity Coach	4321	4371	4421
Basketball, Cheerleading Advisor	1506	1556	1606
Basketball, Girls JV Coach	3298	3348	3398
Basketball, Girls Timer	1086	1136	1186
Basketball, Girls Varsity Coach	4321	4371	4421
Cross Country Track, Girls & Boys Coach	2950	3000	3050
Cross Country, Asst. Boys Coach	2202	2252	2302
Cross Country, Asst. Girls Coach	2202	2252	2302
Equipment Manager	1224	1274	1324
Equipment Manager	1224	1274	1324
Football, Cheerleading Advisor	1340	1390	1440
Football, JV Asst. Coach	3319	3369	3419
Football, JV Head Coach	3417	3467	3517
Football, Varsity Asst. Coach	3319	3369	3419
Football, Varsity Asst. Coach	3319	3369	3419
Football, Varsity Head Coach	4426	4476	4526
Golf, Girls & Boys Asst. Coach	3170	3220	3270
Golf, Girls & Boys Coach	3383	3433	3483
Hockey, Boys Assistant Coach	3170	3220	3270
Hockey, Boys Varsity Coach	4632	4682	4732
Hockey, Girls Assistant Coach	3170	3220	3270
Hockey, Girls Varsity Coach	4632	4682	4732
Indoor Track, Asst. Coach	2697	2747	2797
Indoor Track, Varsity Coach	2869	2919	2969
Lacrosse, JV Coach	3170	3220	3270
Lacrosse, Varsity Coach	3383	3433	3483
Skiing, Alpine Coach	3102	3152	3202
Skiing, Cross Country Coach	3102	3152	3202
Soccer, Boys JV Coach	3051	3101	3151
Soccer, Boys Varsity Head Coach	3417	3467	3517
Soccer, Girls JV Coach	3051	3101	3151
Soccer, Girls Varsity Head Coach	3417	3467	3517
Softball, Girls JV Coach	3170	3220	3270
Softball, Girls Varsity Coach	3383	3433	3483
Track, Asst. Boys and Girls	3170	3220	3270
Track, Boys Asst. Coach	3170	3220	3270
Track, Boys Head Coach	3383	3433	3483
Track, Girls Asst. Coach	3170	3220	3270
Track, Girls Head Coach	3383	3433	3483
Volleyball, Girls JV Coach	2253	2303	2353
Volleyball, Girls Varsity Coach	2434	2484	2534
Weight Room Advisor	2932	2982	3032

Athletic and Extracurricular Pay Schedule 2007 – 2008 (Year 3)

A2850.1530000

High School Extracurricular Activities	Step 1	Step 2	Step 3
AFS	1506	1556	1606
Art Club	956	1006	1056
Asst. Dir/Choreographer of Musical	2495	2545	2595
Business Club	1067	1117	1167
Costumer	1108	1158	1208
Director Musical	2649	2699	2749
Director of Senior Play	1995	2045	2095
Director of Vocal Ensemble	1506	1556	1606
Environmental Club	718	768	818
Excelsior and/or School Paper	1067	1117	1167
Extra Band Days	1506	1556	1606
Extra Chorus Days	1506	1556	1606
Freshman Class Advisor	823	873	923
Freshman Class Advisor	823	873	923
Honor Society	1506	1556	1606
Jazz Ensemble Director	1465	1515	1565
Junior Class Advisor	1220	1270	1320
Junior Class Advisor	1220	1270	1320
Key Club	1275	1325	1375
Music Director of Musical	1570	1620	1670
Odyssey of the Mind - High School	1390	1440	1490
Outdoor Club	718	768	818
Phoenix Advisor	1123	1173	1223
Quiz Bowl Advisor	1506	1556	1606
Senior Class Advisor	1220	1270	1320
Senior Class Advisor	1220	1270	1320
Sophomore Class Advisor	823	873	923
Sophomore Class Advisor	823	873	923
Stage Manager	1141	1191	1241
Stage Manager of Musical	1263	1313	1363
Student Activity Accounts Auditor	2224	2274	2324
Student Activity Acct Asst. Treas Petrova	1018	1068	1118
Student Activity Accts Treas	2224	2274	2324
Student Athletic Association	1133	1183	1233
Student Council Advisor	1220	1270	1320
Technology Club Advisor	956	1006	1056
Video Club	1275	1325	1375
Web Club	956	1006	1056
Year Book Advisor	3417	3467	3517

SARANAC LAKE CENTRAL SCHOOL

COACHING EVALUATION FORM

SPORT: _____

COACH: _____

SEASON/YEAR: _____

	S	I	U
1. ORGANIZATION/ADMINISTRATION			
▪ Follows procedures set forth in coaches' handbook (Beginning in 2005-06)			
▪ Supervision of locker room, bus, building security			
▪ Communication to AD, regarding process of program and communication to staff members			
▪ Delegates duties/responsibilities to staff members			
2. TEACHING/ COACHING			
▪ Models sportsmanship during games and practices			
▪ Knowledge of sport			
▪ Ability to impart skills to players			
▪ Demonstrates sound practices/game organization			
▪ Motivates his/her athletes			
▪ Develops a positive relationship with athletes			
▪ Demonstrates continued interest in her/his players' development athletically and academically			
3. ATTENDANCE AND PUNCTUALITY			
▪ Sectional meetings			
▪ Required school meetings			
▪ Practices and games			
4. PREVENTION and CARE OF ATHLETIC INJURIES			
▪ Utilizes proper conditioning and training methods for athletes			
▪ Properly cares for common injuries			
▪ Follows correct procedures in emergency situations			
5. CARE OF EQUIPMENT			
▪ Communicates budget needs with AD in a timely manner			
▪ Proper issue and collection of equipment			
▪ Prepares inventory record and assists with storage of equipment at end of season			
6. REPORTS/RECORD			
▪ Completes and submits clerical responsibilities on time (ex. rosters, end of season report, awards list)			

OVERALL EVALUATION (circle one)

- Does not meet expectations
- Marginal or inconsistent performance
- Meets expectations in most areas
- Meets expectations in all areas
- Exceeds expectations

REMARKS:

Athletic Director

Date

Coach

Date

MEMORANDUM OF UNDERSTANDING (EXHIBIT A)

This Memorandum of Understanding is between the employer representatives of the school districts which are members of the F-B-H Health Benefits Consortium and the local unions which are duly recognized as bargaining agents for the employees in the aforementioned member school districts, subject to ratification by the respective parties.

Districts

Franklin-Essex-Hamilton BOCES	St. Regis Falls Central
Brushton-Moira Central	Salmon River Central
Chateaugay Central	Saranac Lake Central
Lake Placid Central	Tupper Lake Central
Malone Central	

Unions

Teachers:

F-B-H BOCES Teachers' Association
Brushton-Moira Teachers' Association
Chateaugay Chapter, NYSUT
Lake Placid Education Association, NYSUT
Malone Federation of Teachers
St. Regis Falls United Teachers Association
Salmon River Teachers Association
Saranac Lake Teachers' Association
Tupper Lake United Teachers

Non-Instructional:

F-B-H BOCES CSEA
Brushton-Moira Non-Teaching Association
Chateaugay Central CSBA
Lake Placid Central CSEA
Malone Central School Unit of CSEA
St. Regis Falls Non-Instructional Association
Salmon River Central Unit of CSEA
Saranac Lake Central CSEA
Tupper Lake Central CSEA

Administrators:

F-B-H BOCES Administrators' Association
Malone Central Administrators' Association
Salmon River Central Administrators & Supervisors Association
Saranac Lake Supervisory Unit

Memorandum of Understanding

Page 2

1. The parties shall establish a governance structure which provides joint and equal representation for employers and employees effective upon signing of the Memorandum of Understanding. Such joint board will be composed of nine (9) school district representatives and nine (9) bargaining unit representatives.

The parties are currently investigating the proper legal vehicle which must be established in order to effect the intended governance structure. Once that is determined, it is the intent of the parties to take any and all necessary actions to put this joint governance structure in place. Meanwhile, a joint board will be created as defined above. Any decisions made by this joint board will come before the current Board of Directors with the understanding that said decisions shall be approved.

2. Reserves and surpluses during the initial period commencing July 1, 1996 and further referenced in item 14 will be maintained as follows:

A. Reserves -- equal to 25% of Projected Annual Claims.

B. Unencumbered -- Surplus - 7% of Projected Premiums.

The governing board of the consortium specified in item 1 above shall determine the allocation and use of funds in excess of reserves and/or unencumbered surplus amounts/percentages. It is agreed and understood that no new benefits will be added to the plan prior to July 1, 1999 except as mandated by law.

3. The Consortium will maintain annual premiums for the 1996-97, 1997-98 and 1998-99 school years as follows, (subject to per capita entitlement calculations; see item 12E).

Single Coverage-	\$2,280.
Family Coverage	6,012.
Single Over 65	444.
Family Over 65	852.

These premiums cannot be changed during the aforementioned three-year period except under extraordinary circumstances to be determined by the joint governing board or as necessitated by per capita entitlement calculations.

However, in no instance will participating districts be liable for premium increases over and above the Bureau of Labor Statistics for Northeastern United States Medical CPI for the latest 12 month period available as of March 1 in any given year, except as necessitated by per capita entitlement calculations.

Memorandum of Understanding
Page 3

4. The drug co-pay amounts and major medical deductible amounts will be:

A. Drug Co-Pay (*Preferred Choice Plan, effective January 1, 1997*)

Amounts

\$3.00	- Generic
\$5.00	- Brand name, if doctor indicates "dispense as written" (DAW)
\$0.00	- Mail order

- *1 If a generic equivalent does not exist, the generic co-pay will apply.
- *2 At the employee's option, if doctor does not indicate DAW, then the brand name is available only upon the payment of the brand name co-pay and the difference between the cost of the brand name drug and the generic drug.
- ** All maintenance drugs must be obtained by mail order and must be the generic variety unless the prescribing doctor indicates DAW.

B. Major Medical Deductible (*Effective January 1, 1997,*)

Amounts

\$150/\$450

5. The "triggering event" which would necessitate the governing board to act by March 1, 1999 effective on July 1, 1999 for the 1999-2000 school year and on March 1, for any school year thereafter would be a projected diminishment of reserves and surpluses below the agreed upon levels as specified in item 2 above determined by the Plan's Consultant and subject to independent verification should a majority vote of the governing body demand such, after a premium increase equivalent to the Bureau of Labor Statistics for Northeastern United States Medical CPI for the latest 12 month period available as of March 1 in any given year has been applied in any applicable plan year (school fiscal year).
6. All participating districts in the Franklin-Essex-Hamilton Health Insurance Consortium will establish a flexible spending plan pursuant to IRS Section 125 regulations which shall go into effect no later than January 1, 1997. Such plan shall be administered by a plan administrator initially agreed upon by the negotiating teams. Subsequent to adoption of such plan, the plan's operating procedures shall be determined by the governing board and any applicable IRS Regulation (s). This plan may be utilized for premium payments, dependent care, and unreimbursed medical expenses.
7. Parties ratifying this Memorandum of Understanding as outlined in item 15 hereby agree to simultaneously incorporate this Memorandum of Understanding into their respective Collective Bargaining Agreements.

Memorandum of Understanding

Page 4

8. Any "other" agreements entered into by the respective parties that are in conflict with the terms or intent of the agreement reached in this negotiation shall be amended to incorporate the terms and/or intent of said agreement as necessary and/or appropriate.
9. Any rights guaranteed to members and dependents, retirees and their dependents under the Consortium shall not be diminished or altered except as expressly stated in this Memorandum or later approved by the joint governing board.
10. Employee members of the governing board will be released from work to attend any meetings of the governing board or of its subcommittees. Meetings will be held quarterly during the school day except as otherwise agreed to by the governing board.
11. If a majority of the full governing board fails to agree on the meaning or interpretation of any of the terms of this Memorandum and/or the legal document(s) which are created to effect the joint governance structure, the issue shall be submitted to the American Arbitration Association for expedited adjudication of the dispute. The power of the arbitrator shall be limited to the resolution of the meaning and/or interpretation of specific language found in this Memorandum and/or the joint governance document(s) referenced above; and, the arbitrator shall have no power to add to, amend, or delete any of the terms of this Memorandum and/or the joint governance document(s). The decision of the arbitrator shall be final and binding on the parties to this Memorandum.
12. Dual Coverage
 - A. All existing contract language regarding dual coverage remains in effect through June 30, 1997. Effective with the signing of this memorandum, present employees may not change coverage without a change in marital status, gain/loss of dependents or other change in life circumstances affecting health insurance coverage.
 - B. Effective January 1, 1997, new hires and their spouses are restricted to one family coverage or, at their option, two individual coverages. Employee spouses choosing family coverage under this provision will both be named equally as covered employees. For actuarial purposes, claims will be aggregated according to the birthday rule and the total amount will be divided effective at the end of the school year if the spouses are employed in different school districts within the Consortium. The Consortium shall assure that claims for the employee (s), their spouses and dependents for any and all health insurance claims which would have been paid if each employee had opted for a family plan will be paid.

Memorandum of Understanding
Page 5

- C. Effective July 1, 1997, all employees and their spouses are restricted to one family coverage, or at their option, two individual coverages. Employee spouses choosing family coverage under this provision will both be named equally as covered employees. For actuarial purposes, claims will be aggregated according to the birthday rule and the total amount will be divided effective at the end of the school year if the spouses are employed in different school districts within the Consortium.

The Consortium shall assure that claims for the employee(s), their spouses and dependents for any and all health insurance claims which would have been paid if each employee had opted for a family plan will be paid.

- D. New premium rates will be computed effective July 1, 1997 based on the gain/loss of single and family coverage at a level necessary to generate a pool of money as if no change was made. Effective March 1, 1997 and on March 1st each year thereafter, a demographic comparison of the number of employees otherwise eligible for a second family coverage shall be performed. If the number of such employees has changed in comparison to the prior year, then the total pool of money may be increased or decreased accordingly as determined by the governing board. Any adjustment shall be reflected in the following year's premium rates. The freeze on rates for 97-98 and 98-99 does not apply to the redistribution of the total premium dollars. Effective July 1, 1997 and each year thereafter, the total pool of money shall be adjusted to reflect changes in per capita enrollment and all applicable premium increases.

It is agreed and understood that participating districts reserve the right to phase in the necessary premium adjustments over a two (2) year period as follows:

- Billed rates for 97-98 will reflect 50% of the impact of the new premiums.
- Billed rates for 98-99 will reflect 100% of the impact of the new premiums.

- E. The billed rates for 98-99 form the basis upon which the analysis of the plan performance and the projection for 1999-2000 will be made. That is, the maximum increase in district cost shall include any increases resulting from per capita enrollment increases and application of the Medical CPI as defined elsewhere, applied to the new higher rates.

13. Contracts with proposed third party administrators and plan consultants will be bid at the conclusion of the current contracts. The contract for prescription drug coverage will be bid immediately.

Memorandum of Understanding

Page 6

14. There shall be a moratorium on negotiations for employee health insurance contributions or health insurance benefits at the individual district tables commencing upon the ratification of this Memorandum and expiring July 1, 2002. This moratorium does not extend to any other insurance benefits, such as dental, optical, life, disability, etc.
15. This Memorandum of Understanding is subject to review prior to October 1, 1996 by legal representatives of both parties. In order to participate in this Memorandum of Understanding, parties must take appropriate action prior to November 1, 1996.

Memorandum of Understanding
Page 7

FOR THE UNIONS:

CSEA:

By: Charles Bird
Charles Bird

By: Mary W. Hanna
Mary Hanna

By: Betty J. Demers
Betty Demers

By: Ken Lushia
Ken Lushia

NYSUT:

By: Lynn Blais
Lynn Blais

By: Greg Littell
Greg Littell

By: Pamela B. Martin
Pamela Martin

By: Deborah A. Taylor
Deborah A. Taylor, for and on behalf of the
NYSUT Affiliated Unions

By: Richard E. Van Wormer
Richard E. Van Wormer, for and on behalf
of the NYSUT Affiliated Unions

FOR THE DISTRICTS:

By: Gerald Blair
Gerald Blair

By: Patrick Carlson
Patrick Carlson

By: David DeSantis
David DeSantis